



**DEPARTMENT OF THE NAVY**  
**NAVAL MEDICAL RESEARCH CENTER**  
**503 ROBERT GRANT AVENUE**  
**SILVER SPRING, MARYLAND 20910-7500**

IN REPLY REFER TO:

NAVMEDRSCHCENINST 3900.3  
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NAVMEDRSCHCENTER INSTRUCTION 3900.3

From: Commanding Officer, Naval Medical Research Center

Subj: SPONSORED PROGRAMS RESEARCH ADMINISTRATION REQUIREMENTS

Ref: (a) DoD Directive 3201.1 "Management of DoD Research and Development Laboratories"  
(b) DoD Directive 3200.12 DoD Scientific and Technical Information Program"  
(c) Memorandum of the Under Secretary of Defense for Acquisition and Technology of 28 April 1999. "Termination of Technical Effort and Management System"  
(d) DoD Directive 3216.2 Protection of Human Subjects and Adherence to Ethical Standards in DoD-Supported Research"  
(e) PHS Policy on Instruction in the Responsible Conduct of Research  
(f) NAVMEDRSCHCENINST 5212 "Standard Operating Procedures and Provisions for Command Research Records and Archives"  
(g) DoD Directive 5105.45 "Uniformed Services University of the Health Sciences"  
(h) OMB Circular A-21 "Cost Principles for Educational Institutions"  
(i) OMB Circular A-110 "Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations"  
(j) OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations"  
(k) Research Administration Requirements and Provisions of the Research Sponsor for USUHS Research Grants and Activities of October 2000.

1. Purpose. To establish procedures for the submission and administration of command work units, projects subsidiary to command work units, and other sponsored research projects

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including research efforts sponsored to the Uniformed Services University of the Health Sciences (USUHS) for award by USUHS to its grantee agencies.

2. Scope. This instruction applies to all Naval Medical Research Center Echelon 3 and 4 activities, directorates, departments, and investigators.

3. Responsibility. The Office of Research Administration (ORA) is responsible for the execution, coordination, oversight, and development of the procedures contained in this instruction.

4. General Policy.

a. NMRC Echelon 3 and 4 research projects must be accomplished in conformity with all applicable federal and agency directives found in references (a) through (k) and all sponsor requirements.

b. For all research proposal submissions, Echelon 3 and 4 activities and investigators must complete all pre-award and post-award requirements determined by sponsor agencies and all NMRC-specific supplemental requirements as found in this instruction.

c. All research proposals must have command approval certifying that projects are militarily relevant and consistent with mission. All Echelon 3 and 4 investigators must obtain requisite certifications regarding all standards for the responsible conduct of research especially those relative to human subject protections and animal welfare.

d. Echelon 3 and 4 investigators are required to forward final submissions through their chain-of-command to the Directorate level. Directors and Department Heads must approve all submissions and are responsible for securing and certifying scientific review.

e. Directors will forward materials to requisite offices for final certifications and command approvals. All materials must be submitted for final command review and approval a minimum of seven (7) working days prior to a sponsoring agency's deadline.

f. After approval, all Echelon 3 and 4 activities must submit one (1) hard copy and one (1) electronic copy of proposals to ORA for official files.

g. All Echelon 3 and 4 activities are to notify ORA immediately upon receiving an indication of award or non-award. If a notification of award is made, all Echelon 3 and 4 activities must notify ORA and NMRC Finance to ascertain whether the research award is to be made into a new work unit or a subsidiary project/Job Order Number (JON) under an already existing work unit.

h. For guest scientist research project applications through non-federal agencies, Echelon 3 and 4 investigators must obtain permission for the effort to be performed in command laboratories including certification of mission relevance. Investigators are required to submit one (1) hard copy and one (1) electronic copy of submitted proposals and annual reports to ORA for work unit files and command research archives.

i. For NMRC Echelon 3 and 4 projects sponsored to USUHS for award to university grantees, the following pertain:

(1) Investigators must comply with all regulations directed by NMRC, USUHS, and the grantee per references (h) through (k).

(2) ORA serves as the NMRC Grants Officer and the official representative of the sponsor to the University. ORA provides sponsor directions and prior approvals as may be required. ORA is responsible for oversight, revision and development of NMRC sponsor requirements.

j. Regarding work unit awards, the Project Profile and Portfolio (P3) Dbase System, and Command Research Archives requirements, the following pertain:

(1) All Echelon 3 and 4 activities and investigators are to work with ORA and NMRC Finance to incorporate research awards into the work unit and Job Order Number (JON) systems.

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(2) All Echelon 3 and 4 activities and investigators are required to work with ORA and NMRC Finance to determine whether individual research projects are to be designated as new work units or as sub-projects under existing parent work units.

(3) All Echelon 3 and 4 activities and investigators are required to inform ORA and NMRC Finance regarding work unit assignments for funds reviewed under Cooperative Research and Development Agreements (CRADA). All funds reviewed under CRADAs must be made sub-projects under existing work units with CRADA funds as subsidiary JON's.

(4) Principal investigators to who work unit and/or subsidiary JON funding is awarded must be federal employees or IPAs. Non-federal employees may serve as associate investigators.

(5) All Echelon 3 and 4 activities, offices, investigators and personnel will assist ORA as directed with the submission of required data and metrics for the P3 Dbase System for all Echelon 3 and 4 work units.

(6) Under ORA direction, all Echelon 3 and 4 activities and investigators will supply copies of sponsored projects/work unit materials to ORA for NMRC research archives.

5. Action. This policy is effective immediately.



R. B. OBERST

Distribution:

List (s) A, B, C and D